



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 14-012

OPEN TO: All Bangladeshi Interested Qualified Candidates

POSITION: Project Management Specialist (Health Systems),
FSN-11
(Salary approx. Tk. 137,850.00 per month)

Depending on qualifications and experience,
Incumbent may be hired at a trainee grade (lower
than the position grade)

OPENING DATE: February 27, 2014

CLOSING DATE: March 13, 2014

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Project Management Specialist (Health Systems)** in the Office of Population, Health, Nutrition, and Education (OPHNE).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



BASIC FUNCTION:

The primary function of the Project Management Specialist for Health Systems Strengthening (PMS-HSS) is to provide USAID/Bangladesh with technical and programmatic support to design, manage, and monitor activities and programs related to strengthening the public and private health system in Bangladesh. The PMS-HSS manages and monitors activities related to commodity security, logistics, and health information systems, as well as avian influenza/emerging pandemic threat (AI/EPT) disease surveillance, training, and outbreak response. The PMS-HSS participates in the development of annual work plans for projects in Bangladesh and South Asia, coordinates activities among partners and among USG and other donor-funded activities, and monitors progress.

In order to accomplish these tasks, the PMS-HSS works with a wide array of representatives from the host-country government, the USG, international organizations, non-governmental organizations (NGOs), private voluntary organizations (PVOs), private sector, and other partners. The PMS-HSS receives programmatic direction from the Health Systems Strengthening Team Leader of the Population, Health, and Nutrition Office in USAID/Bangladesh and liaises with the USAID's Avian Influenza and Other Emerging Threats Unit (AI/OET) in the Bureau for Global Health. S/he also liaises with USAID Bangkok's RDMA office and ICDDR,B. S/he ensures that the Mission's planning and response to assigned technical areas is carried out in accordance with Agency directives.

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent's contribution to the OPHNE Team will include, but not necessarily be limited to, the following responsibilities:

As a senior public health expert and an advisor for the Mission, the incumbent will perform the following duties:

- Provide advice, guidance and support to the Mission and PHNE on PHNE's Health Systems Strengthening (HSS) program directions and policies; strategies and designs to achieve PHNE program objectives; and overall management of PHNE program activities.
- Inform, advise and make recommendations to the Mission on HSS and AI/OET issues/policies based on review of evidence based information/reports, program experiences, observations, professional networking and judgment.



- Participate as an integral member of an interagency support team for AI and EPT and provide technical guidance to develop plans for preparedness and response to outbreaks of avian and pandemic influenza as well as zoonotic diseases including amending existing practices and work.
- Support the Government of Bangladesh to track pandemic threats at the local and national levels.
- Work closely with the PHNE program implementing partners and other parties to ensure that program achievements and lessons learned are properly disseminated to national and international stakeholders.
- Advise on the identification and tracking of performance indicators to be incorporated in the Mission annual performance report and Performance Monitoring Plan. Assist in the drafting of the annual performance report, the Operational Plan and other Mission reporting documents for USAID. Assess the quality of data used to report PHNE's program performance through Data Quality Assessments.
- Chair or represent PHNE /USAID at national level committees and task forces as well as international and national meetings related to HSS and AI/OET.
- Keep abreast of new developments and emerging issues that affect USAID's technical priorities via literature review, attendance at technical meetings and workshops, and participation in relevant training events, and formulate recommendations for responses to these developments and share with USAID/Bangladesh, colleagues, and bureau and the AI/OET Unit leadership and, as appropriate, regional missions;
- Prepare briefing papers, talking points, memos or cables for information and action, and respond to requests from Mission management, USAID Washington, and other parties as needed.
- The above responsibilities require independent thinking and exercise of judgment in scheduling, planning, drafting correspondence, and facilitating coordination among team members.

Serve as A/COR or Activity Manager for projects/activities related to health service strengthening. Specific duties would include:

- Perform all responsibilities authorized through A/COR Designation of Authority including but not limited to: Provide technical advice, guidance and oversight to projects being managed; monitor project progress against



objectives; ensure compliance with terms and conditions of agreements; ensuring timeliness of implementation; monitoring budgets, pipelines, accruals and other financial matters. The incumbent will evaluate contractor performance, maintain project records and status reports, prepare necessary project documentation, recommend solutions to problems, and otherwise assist in the day to day management of projects.

- Lead regularly scheduled meetings and program reviews with implementing partners to discuss the progress of program implementation, including setting the agenda, leading the discussion and ensuring that the meeting minutes are recorded.
- Make regular field trips to monitor program implementation and to meet with customers and beneficiaries. Write trip reports, Family Planning Compliance findings and share the findings with partners, PHNE team and Headquarter staff as appropriate.
- Support the capacity building of local organizations in line with USAID Forward.
- Advise and provide technical guidance and input to support the management of centrally administered programs/projects; coordinate activities in collaboration with the USAID/Bangladesh health team, with regional missions and the Agency's AI/OET Unit. Coordinate with the USAID/Washington AI/OET Unit on obligation status, expenditures, accruals, and pipeline information on all activities funded with AI/OET funds in Bangladesh, and take part in planning for these activities over the next three to five years;

The above responsibilities involve a clear understanding of USAID regulations and guidance concerning clearance procedures and documentation practices. It also involves basic knowledge of the health sector and the major health organizations in Bangladesh, the functions of the OPHNE Team, and the basic content of PHNE Team programs.

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's



ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its Sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

1. Education: Master's degree in public health, or other relevant discipline. *(You must attach a copy of your certificate along with your application form.)*

15 points

2. Prior Work Experience: Five years of progressively responsible, professional-level experience in public health is required, including program management; and data analysis, interpretation and presentation. At least two years of the experience should be in development assistance or related work with donor agencies, host-government organizations or the private sector. Should have demonstrated experience in the design, management and monitoring of Health Systems Strengthening programs.

35 points

3. Knowledge: Thorough knowledge of concepts, techniques and practices of primary health care delivery and health systems in developing countries is required. Knowledge of best practices in designing, implementing, monitoring and evaluating health programs is needed. Must have thorough knowledge and understanding of: NGO and GOB health programs and management; GOB organizational culture, structure, policies, and development priorities; GOB inter-ministerial relations and how Ministry of Health and Family Welfare functions within and between various GOB entities. Knowledge of strategies, programs, and working methodologies of other donor agencies in the health sector is desired. Should have or be able to acquire a thorough knowledge of U.S. development assistance, programming policies, regulations, procedures and documentation.

25 points



4. Skills and Abilities: Ability to plan, organize, manage and evaluate complex projects is required. Computer skills in using statistical software, spreadsheet and PowerPoint including ability to obtain, analyze, and evaluate a variety of data and to organize and present it in meaningful terms to others is required. The ability to draft factual and interpretive reports covering complex subject matter is required. Ability to exercise good social and professional judgment, excellent interpersonal skills in cross-cultural and multi-level settings. Ability to establish and maintain an extensive range of contacts with top-level officials of host government and with influential persons in the private sector. Ability to maintain collaborative working relationships in a team structure. **25 points**

ADDITIONAL SELECTION CRITERIA:

Language Proficiency: Level IV English (written and oral) and native Bangla are required.

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.



TO APPLY:

Interested Bangladeshi qualified candidates are requested to submit the completed and signed Official Form OF-612 **OR** DS-174 along with a cover letter and resume. **Form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

[Application Form DS174](#)

All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope **at the South Barrier of the U.S. Embassy**

SUBMIT APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.



NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.